

AMENDED AGENDA
PERSONNEL COMMITTEE

Tuesday, August 13, 2013

City Hall, Room 207

The meeting will begin immediately following the Finance Committee Meeting
at approximately 6:15 p.m.

MEMBERS: Chair Nicholson, Ald. Kocha, Ald. DeWane, Ald. Sladek

1. Roll Call.
2. Adoption of the Agenda.
3. Approval of the minutes of the meeting of July 15, 2013.
4. Request to fill the following positions and all subsequent vacancies resulting from internal transfers.
 - a. Patrol Officer – Police
 - b. Executive Secretary – Parks, Recreation & Forestry
 - c. HR/Risk Assistant – Human Resources
 - d. Elections Specialist – Clerk's Office
5. Request to reclassify and fill two positions in the Community Services Department, Housing Division and all subsequent vacancies resulting from internal transfers.
 - a. Senior Property Manager position from Administrative Pay Grade 32 to Administrative Pay Grade 33.
 - b. Property Manager position from Administrative Pay Grade 31 to Resident Services Coordinator, Administrative Pay Grade 28.
6. Recommend a 2.0% general increase for the following employee groups, effective with the start of the payroll period in which October 1, 2013 occurs.
 - a. Administrative
 - i. Directors, Managers & Professionals (Exempt)
 - ii. General Employees (Non-Exempt)
 - b. Bay Area
 - c. Crossing Guards
 - d. Electricians
 - e. Inspectors
 - f. Parks and Forestry Maintenance
 - g. Public Works Labor
 - h. Seasonal
7. Request approval to award a 3-year contract, plus two 1-year renewal options, for Life and AD&D Insurance to MetLife effective January 1, 2014.

8. Request approval to award a 3-year contract, plus two 1-year renewal options, for Long Term Disability (LTD) Insurance to Aetna, effective January 1, 2014.
9.
 - a. Request by Ald. Nicholson to review the City's process for approving moving expenses.
 - b. Recommendation to authorize reimbursement of actual moving expenses for Fire Chief David Litton in an amount not to exceed \$12,980.28.
10. Request to approve revisions to Chapter 23, Family Medical Leave Act (FMLA) Policy in accordance with federal regulations.
11. Request for approval of out-of-state travel for Officer Reetz and Officer Merrill to attend Handler Instruction and Training Seminar (HITS) in St. Louis, Missouri from August 28-31, 2013.
12.
 - a. Report from the Fire Department on the status of the Hook and Ladder pilot program.
 - b. Report from the City Attorney on the options clarifying City Council authority.
13. Request by Ald. Nicholson to review the Animal Control Service Contracts with the Villages of Allouez and Ashwaubenon and the City of DePere.
14. Report of Routine Personnel Actions for regular employees.

- 1) **THIS MEETING IS AUDIO TAPED:** THE AUDIO OF THIS MEETING & MINUTES ARE AVAILABLE ON LINE AT www.greenbaywi.gov
- 2) **ACCESSIBILITY:** Any person wishing to attend who, because of a disability, requires special accommodation should contact the City Safety Manager at 448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 3) **QUORUM:** Please take notice that it is possible that additional members of the Council may attend this committee meeting, resulting in a majority or quorum of the Common Council. This may constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
- 4) **REPRESENTATION:** The party requesting the communication, or their representative should be present at this meeting.